



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VETERANS CEMETERY CARETAKER II

Job Number: 20000621

Job Code: 21150V161016

Job Group: 2100 - MILITARY AND EMERGENCY PREPAREDNE

Job Established: 12/01/2003

Job Revised: 10/16/2016

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the supervision of the Veteran's Cemetery Superintendent performs advanced grounds maintenance duties at a veteran's cemetery, assists in burial operations, applies specialized trade practices and provides guidance and training to entry level caretakers; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of experience in cemetery care taking, grounds maintenance, golf course greenskeeping, landscaping, farming or other related experience.

Substitute EDUCATION for EXPERIENCE:

College courses or technical training in horticulture or a related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides assistance with burial operations, performs facility, grounds and equipment maintenance and possesses advanced knowledge of cemetery trade practices. Installs and operates casket-lowering devices at gravesites, aligns and sets headstones, digs and squares graves, and cleans headstones with chemical solutions and brushes. Possesses knowledge of funeral protocol and sets up and removes chairs, greens and shelters for committal services. Operates small tractors, dump truck, Bobcat, pneumatic tamper, and casket mover (Toro). Receives and inspects headstones, installs, aligns, and performs recurring maintenance on headstones. Maintains the cemetery grounds by operating a hand mower, string trimmer or power mower. Posts military service flags, places urn table and casket carriage appropriately prior to service. Uses tools to trim walkways and flowerbeds. Seeds lawns, rakes leaves, and keeps grounds free of other debris and trash. Accurately mixes and applies fertilizer, herbicides and insecticides. Plants, transplants, cultivates and waters flowers, shrubbery and trees. Assists in pruning and trimming shrubbery and trees to shape and improve growth. Shovels snow from walks and roadways and spreads salt on passageways. Performs basic operator maintenance on all equipment. Cleans administrative and maintenance areas using vacuums, buffers, common cleaners and disinfectants. Makes minor repairs to the facility such as painting, and performing minor carpentry duties. Trains new caretakers and acts as a mentor.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves heavy lifting, bending and stooping. Exposed to loud noises and sharp objects.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed outdoors in all types of weather conditions. Operates power equipment and handle pesticides.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.